



## **Job Announcement**

### **TN Volunteer Challenge Academy (Academic) Instructor**

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#### **Position Summary:**

The Tennessee Volunteer Challenge Academy (TNVCA) is seeking resumes for Academic Instructors. The Academic Instructors are under the direct supervision of the Lead Academic Instructor. The incumbent will be responsible for developing lessons to provide instruction for students to obtain a high school equivalency diploma (**HiSet**) and/or improve their basic skills in financial planning, math, language, science, social studies and reading. Qualified cadets (students) entering the program will be given the opportunity to participate in Credit Recovery for subjects they may have failed and the chance to possibly earn high school credits. TNVCA will also offer qualified cadets the opportunity to obtain a *HiSet* (high school equivalency diploma). Cadets (Students) will be prepared to demonstrate gains in pre and post testing on the TABE as defined by the Academic Excellence Component of the National Guard Youth Challenge Programs.

**Minimum Annual Salary: \$47,088**

**Benefits:** Insurance (Health, Dental, Life, Vision), Annual, Sick and Military Leave, Flexible Benefits Plan, Retirement, Higher Education Fee Waivers Discounts

For additional benefits: <http://www.tn.gov/hr/topic/benefits>

#### **Program Mission:**

The mission of the TNVCA Program is to intervene in and reclaim the lives of 16-18 year-old high school dropouts, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive citizens.

The program consists of **22 Week Residential** where students live on site, attend school & earn HiSET (GED) or enroll in Credit Recovery and learn life skills to succeed. The **Post-Residential Phase** is 12 months and is designed to help the student become employed, enlist in the military, or join the workforce while communicating monthly with TNVCA Case Manager and a mentor in their home community.

#### **Typical Duties and Responsibilities:**

- Plan, teach, and evaluate student work
- Promote a positive environment throughout the program so that students are encouraged to be actively engaged in the learning process
- Model professional and ethical standards when dealing with students, staff, and community

- Assume responsibility for meeting performance goals in meeting program-wide goals set forth by the National Guard Youth Challenge Programs
- Work as part of a team and independently with little direct supervision
- Provide office coverage and assistance with student registrations, class assignments, attendance reports and goals
- Demonstrate strong work ethic to achieve academic goals
- Display effective multi-tasking and time management skills
- Utilize most basic computer skills, Word, Excel, Power Point
- Identify, select, and modify instructional resources to meet the needs of students
- Performs other duties as required or assigned reasonably within the scope of the duties enumerated above.

**Required Qualifications:**

- Baccalaureate in Education or related field
- TN Teacher's License **AND** 1-3 years academic teaching experience
- Computer Skills – Microsoft Office Suite and Outlook
- Strong communication and interpersonal skills
- Strong organizational and analytical skills
- Ability to meet deadlines is an essential attribute
- Attend and participate in the trainings of the TNVCA
- Participate in local and state activities/staff development
- The selected candidate must be willing to work a flexible schedule when needed, which may include evenings, weekends or additional hours.
- Employee will undergo an extensive background check. The applicant for this class must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department. Applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation through the Tennessee Bureau of Investigation, to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment.

**Preferred Qualifications:**

- Experience in an adult education environment OR working with at-risk youth ages 16-18
- Grade and interpret CASAS/OPT scores (HiSet)

**How to Apply:**

Submit your cover letter and resume detailing your experience in meeting the above requirements for the TNVCA to:

**Tennessee Volunteer Challenge Academy**

TNVCA.admin@tn.gov

**Deadline to Apply: October 19, 2018**